

General Services Administration

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system at GSAAAdvantage.gov.

TDRS Transportation, Delivery and Relocation Services

Federal Supply Class: V301, V111 & 112
Contract Number: GS-33F-0024S

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period: October 7, 2016 through September 6, 2021

Runzheimer International Ltd.
1 Runzheimer Parkway
Waterford, WI 53185
Telephone: 800-558-1702
Fax: 262-971-2373
Web Site: www.runzheimer.com

Contractor's Representative
Cris Robinson
262-971-2428
ccr@runzheimer.com
Business Size: Large



WE WORK
WHERE YOU
WORK.™

1 Runzheimer Parkway
Waterford, WI 53185-3599

www.runzheimer.com
800.558.1702

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Customer Information

- 1a. Special Item Numbers (SINs):
SIN 653-3 Relocation Software, Technology and Support Services
- 1b. Model Number - Not Applicable
- 1c. Labor Categories:
- Executive Manager
 - Senior Mgmt. Consultant
 - Management Consultant
 - Consultant
 - Project Director
 - Research Consultant
 - Project Manager
 - Senior Analyst
 - Junior Analyst
 - Administrative Assistant
 - Data Gatherer
 - Clerical/Data Entry
2. Maximum order: \$1,000,000.00
3. Minimum order: \$100.00
4. Geographic coverage: Worldwide
5. Points of production: Waterford, WI, (Racine County) U.S.A.
6. Discount from list: Prices shown herein are net (discount deducted)
7. Quantity discounts: None
8. Prompt payment terms: Net 30 calendar days
- 9a. Government purchase card is accepted at or below the micro-purchase level
- 9b. Government purchase card is accepted above the micro-purchase level
10. Foreign items: U.S. only
- 11a. Time of delivery: As negotiated on task order
- 11b. Expedited delivery: Items available for expedited delivery are noted in this price list
- 11c. Overnight delivery: Overnight and 2-day delivery is available based on task order
- 11d. Urgent requirements: Complies with "Urgent Requirements" clause
12. F.O.B. point: Destination
- 13a. Ordering Address: Runzheimer International

1 Runzheimer Parkway
Waterford, WI 53185-3599
Tel: 800-558-1702
Web: www.runzheimer.com

- 13b. Ordering procedures: The ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. Payment Address: Runzheimer International
1 Runzheimer Parkway
Waterford, WI 53185-3599
Tel: 800-558-1702
Web: www.runzheimer.com
15. Warranty Provision: Runzheimer International warrants that the products and services we provide will satisfy the requirements of the task orders obtained through this schedule
16. Export packing charge: Not applicable
17. Purchasing card: As negotiated on task order
18. Maintenance & repair: Not applicable
19. Installation: Not applicable
20. Repair parts: Not applicable
- 20a. Other services: Not applicable
21. Distribution points: Not applicable
22. Participating dealers: Not applicable
23. Maintenance: Not applicable
- 24a. Special attributes: None
- 24b. 508 Compliance: Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at www.Section508.gov/.
25. DUNS Number: 06-350-6760
26. CCR registration: Runzheimer is registered in the CCR database

An Introduction to Runzheimer International

Founded in 1933, Runzheimer International Ltd. is a management consulting firm specializing in domestic and international transportation, travel and relocation management. Runzheimer International serves upwards of 2,000 businesses and government organizations worldwide, including more than 60 percent of Fortune 500 companies. Runzheimer's data and standard cost reimbursement systems are the basis for over \$19 billion in direct allowances or reimbursements, annually, to more than 1 million employees of clients.

For more than 80 years, we have been dedicated to research, analysis, and reporting of car, travel, and living costs, which provide a fact-based foundation for our consulting services. All Runzheimer research and information rests upon a foundation of standardized data-gathering processes, proven methodology, tested survey procedures, and sound statistical practices.

The majority of our information services and products consist of data supported and surrounded by computerized systems. These services include but are not limited to data collection, data entry (including development of computerized data entry screens featuring real-time data validation), methodology creation (developing, programming, and applying sophisticated data manipulation methods), and applications designed to resolve practical business issues.

We undertake specialized projects, surveys, and studies to meet specific requirements of individual organizations and government agencies. Our information products incorporate client-provided parameters, and our report data is geographically sensitive. A fundamental strength that Runzheimer brings to its projects is a base of knowledge, expertise and data on both corporate and government policies, procedures, and costs that allow us to provide our clients with benchmarks and best practices.

Selected Client List

Private Sector

Runzheimer International has performed work for such major firms as IBM, Xerox, Exxon Mobil, and Microsoft, though we also count many small and medium-sized companies among our clients. A partial list of clients for which Runzheimer International has performed relocation and management consulting includes: Advantage Sales & Marketing, Best Buy, Boeing, Boise Cascade, Citizens Utilities, Coca-Cola, Cyprus Minerals, Daimler Chrysler, E.I. DuPont, Ernst & Young, Exxon Mobil, Federal Express, Fleming Companies, GE Capital, General Electric, General Motors, Hertz, IBM, Johnson Controls, Lanier Worldwide, McGraw-Hill, Microsoft, Midwest Express, Novartis, Office Depot, Pepsi Bottling Group, Pitney Bowes, Porsche Cars of North America, PriceWaterhouseCoopers (PWC), Procter & Gamble, Promus Hotel Corporation (Embassy Suites, Hampton Inn, etc. – now part of Hilton), S.C. Johnson, Starbucks, State Farm, System One, Uniglobe Travel Agencies, Upjohn, Westinghouse, World Airways and Xerox.

Public Sector

Runzheimer has performed hundreds of studies for Federal, state, provincial and local government entities. Our public sector clients include, among many others: Federal Deposit Insurance Corporation (FDIC), General Services Administration (GSA), Department of Defense (DOD; Office of the Undersecretary of Defense, Acquisition, Transportation & Logistics; Office of the Undersecretary of Defense, Personnel & Readiness), Department of the Army, Department of the Navy, Federal Aviation Administration, Internal Revenue Service (IRS), Lawrence Livermore Laboratories, National Aeronautics and Space Administration (NASA), National Institutes of Health (NIH), Office of the Comptroller of the Currency (OCC), Office of Personnel Management (OPM), Office of Thrift Supervision (OTS), United States Coast Guard, United States Fish and Wildlife, United States Naval Academy, United States Postal Service, State of Colorado, Federal Government of Canada, unspecified intelligence organizations and many others. The Organization of the United Nations is among Runzheimer's largest international clients. Runzheimer Canada's public sector clients include: Department of National Defence; Auditor General of British Columbia and the Government of Quebec.

Specific Capabilities

SIN 653-3 Relocation Software, Technology and Support Services

Under this SIN, Runzheimer has included:

- **reloviewsGOV™** - An ASP hosted web-based software system that is designed to track and manage all relocation expenses and accurately compute tax gross ups for employee relocation expense reimbursements. This product is specifically tailored to the needs of Federal agencies, including RIT and WIT calculations and standard gross-up calculations based on standard IRS tables.
- **ServiceCoordinatorGOV™** - A software system that significantly streamlines relocation administrative processes and allows for more efficient communication with relocating employees and vendors. This tool is fully integrated with expense tracking software.
- **reloviewsGOV Complete™** – A combination package combining both **reloviewsGOV™** and **ServiceCoordinatorGOV™** into a fully integrated, single sign-on solution.
- **Expense Management Services** – Outsourcing solutions that can include tracking, monitoring and payment of relocation expenses.
- **Direct Reimbursement of Employees** – A service to make payments for relocation expenses directly to employees via either ACH or traditional paper checks.
- **Additional Policy Compliance Services** – Monitors employee expenses against agency policy and FTR guidelines, and reports any unallowable expenses to the agency.
- **Custom Programming** – Hourly charges for custom programming that may be needed for complex implementations.
- **Living Cost Standards** - A comprehensive report which thoroughly analyzes the cost-of-living differences among any number of locations in the United States and Canada.

reloviewsGOV™

This Web-based ASP (application service provider) software solution tracks all possible types of relocation and travel-related relocation expenses, including:

- Moving household goods & personal effects
- Final move expenses
- Temporary living expenses in new location
- House hunting expenses
- Selling/Leasing residence in old location
- Buying/leasing residence in new location
- Property expenses
- Other expenses

Specific services include:

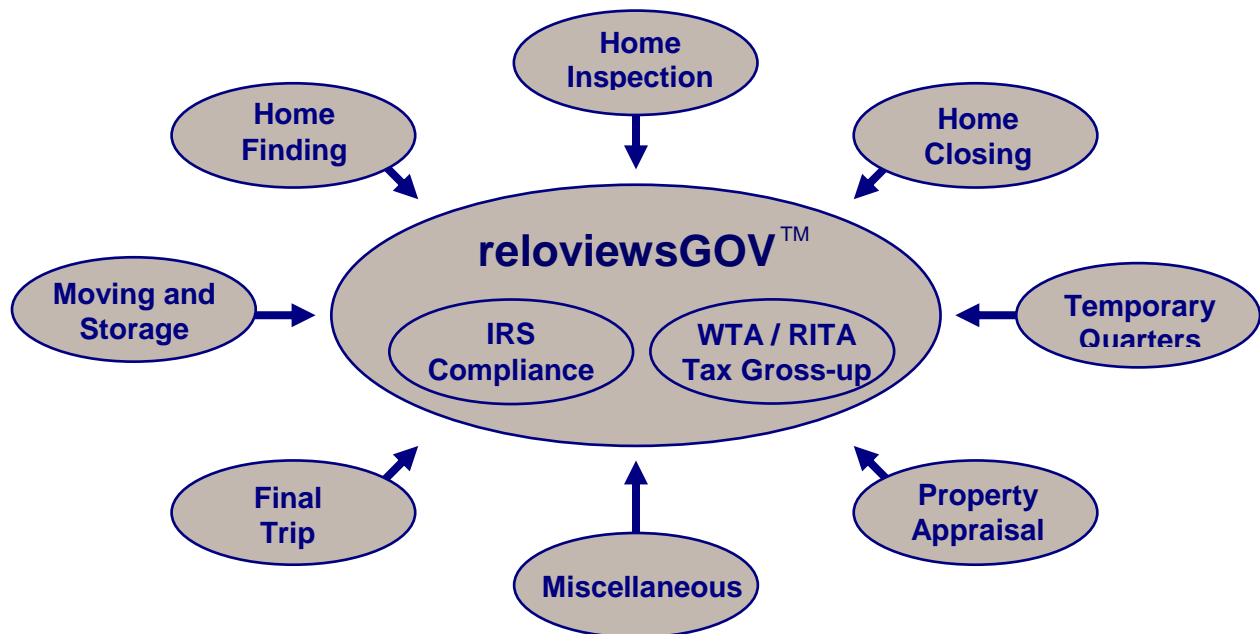
- Categorizing, tracking, and reporting all relocation expenses
- Allowing relocatees to submit, and clients to review, expense reports on-line
- Calculating Withholding Income Tax (WIT) amounts for federal, state, and local taxes
- Calculating Relocation Income Tax Allowance (RITA) or gross-up on federal, state and local taxes
- Calculating Gross-up taxes based on standard IRS tables
- Providing necessary reports to payroll department to maintain compliance with IRS regulations
- Managing multiple relocation policies with differing spending limits and gross-up treatments
- Enforcing company expense reimbursement policies by reviewing and flagging exceptions requiring management approval
- Issuing standard and customized monthly reports showing categorized expenses by employee, policy type, division, or corporation
- Exporting data to payroll and accounting systems

- Estimating "on-the-fly" RIT taxes prior to the move, allowing all parties to understand tax ramifications
- Supporting unlimited users in multiple sites
- Allowing for controls at function level
- Cross referencing payouts with general ledger
- Tracking advances and outstanding balances
- Online submission of expenses

Advantages include:

- Built-in business logic, intuitive and user friendly
- Cost effective; no hidden charges; free updates and maintenance
- Web capabilities eliminate multiple data entry
- Expert technical assistance, help desk and on-line
- Fields are easily customizable
- Comprehensive built-in management reporting
- Easy creation of customized reports using our ad hoc report writer
- Readily available budget information by policy and service
- No restriction on number of clients or users
- On-site and on-line training capable
- Smooth interfacing with ERP systems
- Works seamlessly with our process management solution ServiceCoordinatorGOV™ (see below)

This system provides the necessary reports to your payroll department to maintain compliance with IRS regulations. The comprehensive services available through this system become more apparent when graphically depicted:



All tax laws affecting relocation are continuously researched and as a result, the software is updated continuously in accordance with tax law changes impacting relocation expenses.

reloviewsGOV™ clients receive employee eVoucher online processing, a Relocation Tax Advisor™ for Federal Employees, access to weekly online training sessions, and Help Desk support.

ServiceCoordinatorGOV™

This software, which is fully integrated with expense tracking software such as reloviewsGOV™, is designed to standardize and streamline relocation administrative processes, allowing administrators to focus on providing high quality service to relocating employees. Functionality includes:

- Providing relocation administrators and their management staff with a comprehensive tool for tracking information and status of all relocations
- Automated process emails to simplify communication steps and processes for relocation counselors, employees and vendors
- Tasking and work flow allow for an easy to use system
- Automating and simplifying communication steps and processes for relocation counselors, employees and vendors
- Providing 24/7 web-based tools for relocating employees, vendors, and administrators to review information pertaining to moves, receive status updates, and modify information.
- Built-in business logic, intuitive and user friendly
- Cost effective; no hidden charges; free updates and maintenance
- Web capabilities eliminate multiple data entry
- Expert technical assistance, help desk and on-line
- Track and manage Home Sale transaction
- Track and manage Moving and Storage
- Online employee & vendor portals
- Easy creation of customized reports using Crystal Reports

ServiceCoordinatorGOV™ tracks all aspects of the moving process for a relocating employee, including but not limited to processes associated with initiation, appraisal, destination orientation, closing, commercial real estate, home buyout, home finding, home inspection, home marketing, interim housing, inventory management, mortgage, moving and storage, etc.

reloviewsGOV Complete™

For organizations that order both reloviewsGOV™ and ServiceCoordinatorGOV™ solutions, we offer a bundled product called reloviewsGOV Complete™, which is a fully integrated, single sign-on solution.

Expense Management Services, Direct Reimbursement of Employees, and Additional Policy Compliance Services

Expense Management Services: Outsourcing services that utilize expense tracking software to handle relocation expense tracking and computation of tax gross ups for employee relocation expense reimbursements. These services include the following:

- Expense Processing (audit, approve, tax code expenses, and if requested, reimburse employees)
- Tax Withholding Compliance (calculate WTA and provide agency Finance Department with wage updates)
- Reporting (generate customized, timely reports to support HR, Payroll and Finance needs)
- Gross-up Calculations (compute RITA or standard IRS tax calculations, W-2 updates sent to Finance)
- Relocation Tax Report (RTR, reports printed and provided to each relocating employee)
- Client Support (answer employee and management questions regarding gross-up computations or regarding the Relocation Tax Report)
- Recordkeeping (store employee relocation data for a minimum of five years)

- Direct Reimbursement of Employees: Through this service we make payments for relocation expenses directly to employees via either ACH or traditional paper checks.
- Additional Policy Compliance Services: We monitor employee expenses against agency policy and FTR guidelines, and report any unallowable expenses to the agency.

Custom Programming

Custom programming may be needed in situations where client's payroll and/or general ledger electronic feeds are atypical or complex.

Living Cost Standards

Our relocation services provide agencies with a comprehensive report which thoroughly analyzes the cost-of-living differences among any number of agency-specific locations in the United States and Canada.

Pricing Schedule

SIN 653-3 Relocation Software, Technology and Support Services

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Executive Manager	\$287.61	\$292.79	\$298.06	\$304.02	\$310.10
Senior Mgmt. Consultant	\$230.11	\$234.25	\$238.46	\$243.23	\$248.10
Management Consultant	\$214.04	\$217.90	\$221.82	\$226.25	\$230.78
Consultant	\$193.16	\$196.64	\$200.18	\$204.18	\$208.26
Project Director	\$149.67	\$152.36	\$155.10	\$158.20	\$161.37
Research Consultant	\$140.92	\$143.46	\$146.04	\$148.96	\$151.94
Project Manager	\$138.30	\$140.79	\$143.32	\$146.19	\$149.11
Senior Analyst	\$118.25	\$120.38	\$122.55	\$125.00	\$127.50
Junior Analyst	\$93.90	\$95.59	\$97.31	\$99.26	\$101.24
Administrative Assistant	\$62.68	\$63.81	\$64.95	\$66.25	\$67.58
Data Gatherer	\$43.46	\$44.25	\$45.04	\$45.94	\$46.86
Clerical/Data Entry	\$24.34	\$24.78	\$25.23	\$25.73	\$26.25

*Base Year 1 begins October 7, 2016

reloviewsGOVTM Software Licensing Fees

Licenses/Service	Price
Setup, programming, training	\$165 per hour
Fee per software license for the first 1-500 licenses/year	\$55 per license
Fee per software license for the 501-1500 licenses/year	\$51 per license
Fee per software license for the 1501+ license and beyond/year	\$49 per license

Each license contains eVoucher online processing, online training courses, hosting and hotline support.

ServiceCoordinatorGOV™ Software Licensing Fees

Licenses/Service	Price
Setup, programming, training	\$165 per hour
Fee per software license 1-500 licenses/year	\$49 per license
Fee per software license for 501-1500 licenses/year	\$46 per license
Fee per software license for 1501+ licenses/year	\$43 per license

Each license contains eVoucher online processing, online training courses, hosting and hotline support.

reloviewsGOV Complete™ Software Licensing Fees

Licenses/Service	Price
Setup, programming, training	\$165 per hour
Fee per software license for 1-500 licenses/year**	\$100 per license
Fee per software license for the 501-1500 licenses/year**	\$93 per license
Fee per software license for the 1501+ licenses/year**	\$88 per license

Each license contains eVoucher online processing, online training courses, hosting and hotline support.

Expense Management Services, Direct Reimbursement of Employees, and Policy Compliance Services (combined into consolidated price)

Licenses/Service	Price
1 to 100 relocations per year, cost per move	\$632 per relocation for first year, \$316 subsequent years
101+ relocations per year, cost per move	\$605 per relocation for first year, \$247 subsequent years
Lump Sum Management Only	\$302 per relocation

Custom Programming for reloviewsGOV, ServiceCoordinatorGOV, and Expense Management Services

Licenses/Service	Price
Cost per hour	\$165 per hour

LCS – Living Costs Standards Report

Service	Year 1	Year 2	Year 3	Year 4	Year 5
1 through 99 lines	\$355	\$362	\$369	\$376	\$384
100 through 199 lines	\$305	\$311	\$317	\$323	\$329
200 through 499 lines	\$254	\$259	\$264	\$269	\$274
500+ lines	\$203	\$207	\$211	\$215	\$219

*Base Year 1 begins October 7, 2016